

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NURSE IV –
Office of Public Health

SALARY GROUP: B25

DEPARTMENT: Health Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Chris Black-Edwards

DATE: 12/08/2021

POSITION #: 030312

I. JOB SUMMARY

Performs advanced nursing work. Work involves planning, developing, coordinating, and evaluating nursing activities; and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Manages the activities of staff in the program areas; plans, implements, coordinates, and evaluates policies and procedures; develops, reviews, revises, and oversees the development of health care guidelines, policies, procedures, rules, and regulations; monitors compliance with policies and procedures; oversees the development and implementation of techniques for evaluating program activities; and ensures compliance with applicable state and federal standards, requirements, and statutes, court orders, executive directives, and health services policies.
- B. Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; manages evaluation activities; identifies areas in need of change and makes recommendations to improve operations; and represents the program areas at meetings, hearings, trials, conferences, and seminars and on boards, panels, and committees.
- C. Oversees the preparation of management and productivity reports and studies to include clinical monitoring activities; develops and evaluates budget requests, monitors budget expenditures, and makes adjustments as necessary; oversees special investigations, program analyses, internal audits, and research studies; oversees the development, review, revision, and implementation of legislation; and testifies at hearings, trials, and legislative meetings.
- D. Performs periodic reviews of established infection control policies; oversees the development of statewide new infection control policies; and provides clinical consultation and advice to agency staff regarding communicable diseases and public health issues.
- E. Supervises the work of others; and identifies and provides staff development and training requirements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from a professional school of nursing accredited by the Texas Board of Nursing (BON) and seven years full-time, wage-earning health services administration experience with at least three years of the experience having been earned within the last five years.

or

bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with a major in Nursing or a related field. Five years full-time, wage-earning experience in health services administration with at least three years of the experience having been earned within the last five years.

2. Two years full-time, wage-earning experience in the supervision of employees.
3. Correctional health care experience preferred.
4. Governmental agency experience preferred.
5. Must be licensed as a Registered Nurse by the State of Texas or a state that recognizes reciprocity through the Nurse Licensure Compact; must have a current, unrestricted license to practice nursing as approved by the Texas Board of Nursing.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of public administration and management principles and practices.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of state and federal requirements and national standards regarding correctional healthcare.
4. Knowledge of agency medical policies and procedures.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Knowledge of managed health care concepts preferred.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill to review technical data and prepare technical reports.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to establish goals and objectives.
14. Skill to manage program activities.
15. Skill in public address.
16. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.